## **HEALTHY WORKFORCE CHALLENGE FORMAT & GUIDELINE CHECKLIST**

Project applications should be submitted to the DRA office, 236 Sharkey, Suite 400, Clarksdale, MS 38614 by the stated deadline; please submit original and two copies. Applications should be arranged in the following section sequence and should include the following information:

Checklist	
	Section 1: Application Forms
	<ol> <li>Federal Standard Form 424 (SF 424)</li> <li>Federal Standard Form 424A: Budget Information</li> <li>Federal Standard Form 424B: Non-Construction Assurances</li> </ol>
	Section 2: Project Proposal Summary (Suggested length 2 to 3 pages; size 12 font, 1.5 spaced)
	Provide a project summary that describes the pilot program designed to impact behavior change in the workplace and the behaviors, industries and geographic area targeted. Please be sure to touch on expected improved health outcomes and how these outcomes will help to solve local workforce challenges.
	Please also include the name, title and contact information for the person to be contacted on matters involving this application.
	Section 3: Statement Verifying Application to HRSA Delta States Network Grant Program
	Provide a brief statement of no more than 1 page verifying that an application was submitted to the Delta States Rural Development Network Grant Program and summarizing that application.
	<b>Section 4: Project Narrative</b> (Suggested length 7 to 12 pages): Comprehensive framework and project description.
	1) Goals & Objectives: Describe the overall goals and objectives of the project, and how they fit with the healthy workforce challenge description.
	2) Community Needs Assessment, Purpose & Rationale for the Project: Describe the specific purpose and need for the project and the problems or issues the project will address. Show how the proposal fits with the community's workforce health needs. Include reference to the health care services available in the service area.
	3) Project Description: Provide a detailed description of the major project activities, including what will be done, who will complete each activity, and a projected timeline for project completion. Discuss evidence-based approaches that will help address the specific workforce health needs of the

community: for example, diabetes, mental health, substance abuse, obesity or other challenges. Be sure to include baseline measures that are able to be tracked throughout the project.
4) Relation to Other Local/Regional Activities: Describe how the project specifically meets the priorities of local business and industry workforce and health needs. Describe efforts to coordinate the project with other area health and economic development activities.
 5) Geographic Area: Identify and describe the geographic area to be served.
6) Benefits and Performance Measures: State the expected benefits to be derived from the project in quantitative and qualitative terms. State the expected outputs and outcomes.
 7) Funding Need: Detail the need for DRA funding.
8) Budget Narrative: Describe the proposed budget and the method in establishing the budget to ensure the described project is completed as proposed. Please describe how each item supports the achievement of objectives.
9) Successful pilot programs will be designed with an eye towards sustainability. Please discuss sustainability measures. For example, local businesses may agree to adopt a program this project helps to implement.
10) Submit a proposed evaluation plan for this pilot program.
Section 5: Supporting Materials (Include with the project if applicable)
 A detailed budget and narrative explaining each proposed project expenditure.
2) Staffing plan for the project that includes position descriptions and/or resumes of key individuals who will manage/coordinate this project. If consultants are to be employed, describe the selection process to be used and the proposed qualifications.
3) Letters of support from local business, industry and other groups that stand to benefit from the program.
4) Other pertinent supporting materials that will lead to a better understanding of the proposed project.